



Rhode Island Department of Administration

Barbara Weaver, Chief Information Officer

One Capitol Hill, Providence, RI 02908

(401) 222-2726 (please use RI Relay 1 (800) 682-8786 (TTY))

FAX (401) 222-4195

<http://www.ori.state.ri.us>

To: Nonprofit Organizations and State Agencies

From: Library Programs, Delivery Services

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Subject: Instructions for Using the OLIS Statewide Delivery System

The Office of Library & Information Services allows nonprofit organizations and state agencies to use its statewide delivery system to send flyers, brochures, and other materials to Rhode Island libraries. The vendor with the State of Rhode Island, OLIS contract for these services is Wright Logistics. To use the delivery system agencies and nonprofit organizations are required to follow these procedures:

- Agencies and nonprofit organizations must contact Wright Logistics at (401) 721-2151 to arrange for delivery of the material and must pay the Wright Logistics directly for these services. OLIS negotiated the following delivery services fees with the vendor. The fees are subject to change and may vary depending on your specific request for delivery service from the vendor.
 - \$25.00 per shipment (under twenty pounds) if the materials are brought to Wright Logistics' shipping facility at 310 Bourne Ave., East Prov., RI Building # 9 between the hours of 2:00pm-5:00pm, Monday through Friday.
 - \$1.75 per pound for a shipment of materials over twenty pounds if the materials are brought to Wright Logistics shipping facility at 310 Bourne Ave. East Prov., RI, Building #9 between the hours of 2:00pm-5:00pm, Mon. through Fri.
 - \$2.75 per pound for pickup and delivery of materials within RI weighing over twenty pounds
 - \$35.00 for pickup and delivery of materials weighing twenty pounds or less within RI.
- In addition, these prices include two different options for delivery of your materials. You may send the materials to all sites on the delivery system (approximately 167

delivery sites) or to only public libraries and their branches (72 sites). Give your choice to the vendor and indicate the same on your delivery package.

- Finally, questions about the delivery of your materials should be directed to the staff of Wright Logistics at (401) 721-2151. General questions about the library delivery system should be directed to LORI Delivery Services(401) 222-5762. Leave a message after the tone and someone will return your call.

Using the Delivery System Pre-Addressed Labels

The Office of Library and Information Services (OLIS) is happy to assist your agency with the delivery of materials to RI libraries by providing mailing labels to facilitate the process.

OLIS will provide formatted or unformatted data for you to create mailing labels for delivery to 72 public libraries and their branch libraries. If you also want materials delivered to the other libraries that participate in the delivery system (some school libraries, some health science/hospital libraries, academic libraries, state agency libraries), the total will be approximately 167 delivery sites. If you would like a list of the libraries that use the delivery system, OLIS will send one at your request.

The cost of preparing the mailing and delivery of the materials is the responsibility of your institution. Your staff can work directly with Wright Logistics to plan the pick up of the materials from your offices. Your institution pays Wright Logistics directly for the delivery.

In the mailings to the libraries, please include a full description of the materials that you are mailing, or the program that you are implementing, and instructions that the library staff may need to understand the mailing and how they should proceed with it.

If you want to have your materials returned to you, the most efficient way is to include a return addressed envelope or label with the shipment. The libraries can then return the materials directly to your institution.

To contact OLIS about delivery services, please call LORI Delivery Services at 222-5762 and leave a message, someone will return your call.

¹ School libraries do not have delivery during school vacations or during the summer recess. OLIS can provide you with these dates.